



2017 - 2018

STUDENT REGISTRATION FORM

Classes Begin Wednesday, September 6th 2017

Student Information

Last Name: _____ First Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Date of Birth: _____ Age: _____

Parent Information

Mothers Name: _____
Hm Phone: _____ () Cell Phone: _____ ()
EMAIL: _____

Fathers Name: _____
Hm Phone: _____ () Cell Phone: _____ ()
EMAIL: _____

Other Contact (in case of Emergency)

Name: _____ Relationship to the Child: _____ Phone: _____

Special Information

Please list any special conditions or allergies the studio should be aware. _____

What School District are you in: _____

PLEASE REGISTER MY CHILD FOR THE FOLLOWING CLASSES

CLASS	DAY	TIME	INSTRUCTOR	STUDIO	HOURS	Office Use

<u>OFFICE USE ONLY</u>	
TOTAL HRS PER WK:	_____
YRLY REG \$50.00 or \$70.00	_____
TOTAL:	_____
CHECK:	_____
ACH Form/Voided:	_____
VOIDED CK	_____
POLICY FORM	_____

TOTAL HOURS _____

CAN'T FIND A CLASS THAT FITS YOUR SCHEDULE OR AGE?

Ask us! The Class Schedule is subject to change so please ask.

EMAIL US AT: info@dancynstudio.com



**2017-2018 Season
POLICY FORM**

Welcome to DanCyn studio. Our studio offers a fun, positive and rewarding experience for children of all ages. Through the art of dance, children learn discipline, patience and the ability to work closely with others.

We strive for perfection, convenience and fun when it comes to our students and their families. Our policies and rules are designed to ensure your child gets the most out of their experience with dance. Our payment system is convenient, safe and effected. Please review the below tuition procedures, tuition collection, class policies and rules.

Schedule of Classes (see class schedule sheet)

Tuition Procedures

- **Registration Fee** - A Yearly Registration Fee applies for all students regardless of the month they begin instruction. Starting in September 2017 and ending in June 2018 ALL students will pay a one-time Registration Fee of \$50.00 or \$70.00 per year.
- **Tuition Prices** are based on a 10 month dance school year from September to June. Tuition will depend on the number of hours the student enrolls in. Join anytime during a cycle! Tuition will be Pro-Rated according to your start date.

TUITION (Every 2 months)

HRS	Per Cycle (Every 2 Months)
.5	\$132.00
.75	\$140.00
1	\$148.00
1.5	\$216.00
2	\$280.00
2.5	\$340.00
3	\$396.00
3.5	\$448.00
4	\$496.00
One-Time Registration Fee	
One child	\$50.00
Siblings	\$70.00

PAYMENT DATES

Cycle #1	Sept-Oct	Sept 6th	<u>Checks Only</u>
Cycle #2	Nov-Dec	ACH	Nov 1 st
Cycle #3	Jan-Feb	ACH	Jan 1 st
<u>Costume Payment</u> \$110 ACH Jan 18th			
Cycle #4	Mar-Apr	ACH	Mar 1 st
<u>Recital Fee</u> (amount TBA) ACH Apr 13th			
Cycle #5	May-June	ACH	May 1 st

- **Tuition Collection** – Payments will be made in 5 cycles. Payment is DUE on the **ACH Withdrawal Date** listed above. Fees will be collected using ACH payment processing. This automatic payment process will allow your fees to be withdrawn from your checking or savings account.
- **Upon enrollment you will pay the annual registration fee and the first cycle fees with a check or cash.** Along with payment we will need a voided check to start the ACH payment process the next cycle. In the event of insufficient funds, account holders will be charged a **\$30.00 service fee** in addition to their monthly tuition.
- **Dropping Classes – A 30 day notice of dropping prior to the first day of the next Cycle is required.** DanCyn Studio must receive notice in writing in order to cancel the automatic payment process. Failure to give a 30 day notice will result in fees withdrawn from your account. A refund will NOT be given if you drop in the middle of a month. **No Refunds and No Exceptions.**
- **Absences** – There will be **no refunds** for classes missed during a cycle. If a student misses class due to illness or family plans he or she can participate in a make-up class. Make-up classes can only be taken within three weeks of the student’s missed class. Make-ups will not overlap from one session to the next. (i.e. a student misses a class the last week of the Fall/Winter/Spring Session, he/she cannot make that class up the first week of the Summer Session) **NO MAKE-UPS FOR MOMMY and ME or TAP/BALLET.**

Class /Studio Policies

- **Punctuality** – It is very important for students to be on time at every class. Arriving even two minutes late can disrupt the entire class.
- **Dress Code – Tap and Jazz** classes should be taken in proper dance attire. This includes simple leotards, tights, skirts, stretch shorts, jazz pants and capris. Dance shoes only. No jeans or shorts are to be worn during class. Please have hair pulled back away from the face at all times.
- **Ballet Class Dress Code** – Ballet class should be taken in a black leotard, footed pink tights and pink or black ballet shoes. Hair must be in a bun. Students who are NOT in Proper Ballet Attire Will NOT be allowed to take class.
- **Hip-Hop Dress Code** – Movable pants and t-shirts can be worn. Tennis shoes or jazz shoes are acceptable. DIRTY Tennis Shoes ARE NOT acceptable. Please bring a clean pair of tennis shoes to change into for class.
- **Student Behavior**- Students are expected to behave in a respectful manner at all times. Talking and disrupting class is unacceptable. Students who continue to misbehave after an instructor’s warning will be removed from class and a parent or guardian will be contacted.
- **Lobby Behavior** – Students, siblings, parents and friends are more than welcome to wait in the lobby when necessary. Guests are expected to sit quietly in an attempt to not disrupt class or office activity. Small children should be watched at all times. Children should not play with any lobby furniture or the large glass front door. **Absolutely NO FOOD, GUM, DRINKS or DIAPER CHANGING is allowed in the lobby.** We take great pride in our studio and the service we provide your children. Please help us provide a clean safe environment for all who visit.
- **Studio Rules**
 - a. **No Gum, Food, or Beverages in the studio** (except non-carbonated water for class)
 - b. No Jewelry is to be worn during class
 - c. Please try to use the restroom in between classes
 - d. Please take responsibility for any younger or older siblings brought to the studio.
 - e. All children under 4 years of age must be accompanied by an adult to the restroom.
- **Safety** – Your child’s safety while at DanCyn studio is of great concern to us. Kids must remain inside the studio lobby until a parent or guardian arrives to pick them up.
- **Physical Injury** – There is a risk of physical injury associated with, arising out of, and inherent to, the activity of dance. You therefore agree to release DanCyn studio and hold them harmless of all liability and hereby acknowledge that you are knowing and voluntarily assuming full responsibility for all risks of physical injury arising out of active participation in a dance class, dance performance, dance competition or other dance related activities supported by, involved with, or approved by DanCyn studio. Thank you for your cooperation.

Student Name: _____

Father/Mother/Guardian Name: _____

Father/Mother/Guardian Signature: _____ **Date:** _____

By signing above, I knowingly state that I have read understand and agree to abide by the policies, procedures and rules set by DanCyn studio. This form must be signed in order to register your child for class.



**ACH PAYMENT AUTHORIZATION FORM
2017-2018 SEASON**

- **Tuition Prices** are based on a 10 month dance school year. Tuition will depend on the number of hours the student enrolls in. Join anytime during a cycle! Tuition will be Pro-Rated according to your class start date.

TUITION (Every 2 months)

<u>HRS</u>	<u>Per Cycle (Every 2 Months)</u>
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<u>Recital Fee (amount TBA)</u> ACH Apr 13th			
Cycle #5	May-June	ACH May 1st	

- **Tuition Collection** – Payments will be made in 5 cycles. Payment is DUE on the ACH withdrawal date of each Cycle and will be collected by using ACH payment processing. This automatic payment process will allow your fees to be withdrawn from your checking or savings account. **(See the above Payment Date Schedule)**

Upon enrollment please provide us with a voided check to start the ACH payment process. In the event of insufficient funds, account holders will be charged a **\$30.00 service fee** in addition to regular tuition.

- **Dropping Classes** - **A 30 day notice of dropping prior to the first day of the next Cycle is required.** DanCyn Studio must receive notice in writing in order to cancel the automatic payment process. **Failure to give a 30 day notice will result in fees withdrawn from your account. No Refunds and No Exceptions.**

PAYMENT AUTHORIZATION

Print Account Holders Name: _____

Bank Routing No.: _____ Bank Checking No.: _____

Print Name of Financial Institution: _____

Checking **or** **Savings**

IMPORTANT: Please submit a cancelled check with this form.

I/we acknowledge that the origination of ACH to my/our account must comply with the provisions of the U.S. law. I/we understand that a charge for two-month cycle of dance classes will be made to my/our account on the specified dates above. DanCyn Studio shall notify me if any change in amount or date of payment before such a change is made. This authorization shall remain in effect until the end of the 2017-2018 Fall/Winter/Spring Session or until DanCyn Studio has received written notification from me. I agree to give DanCyn Studio a 30 day written notice of my cancellation and request to terminate ACH prior to the beginning of the next Cycle of classes. In the event of insufficient funds, I agree to the penalty fee of \$30.00 in addition to my regular fees.

Signature of Account Holder: _____

(if joint account, only one signature is necessary)

Enclosed is \$ _____ for Cycle #1 Tuition plus Registration Fee. **By signing, I knowingly state that I have read understand and agree to abide by the policies, procedures and rules set by DanCyn studio.**



PHOTO Release 2017-2018

For good and valuable consideration, the receipt and legal sufficiency of which is hereby acknowledged, I _____ (“Student”) hereby grant to Dancyn Studio, the Photographer’s assigns, and those persons acting with the photographer’s authority and permission, the right to take and create photographs (in all formats) and other graphical depictions incorporating my likeness, in any and all media, whether now known or hereafter created (the “Photographs”).

I hereby agree that all rights in and to the Photographs, including the copyright, are and shall remain the sole property of the Photographer, free and clear from any claims by me or anyone acting on my behalf.

The Photographer’s rights include, but are not limited to. The rights, in perpetuity, to:

- Use, re-use, publish, and re-publish the Photographs;
- Alter, modify or otherwise change the Photographs, in any manner the Photographer desires;
- Combine the Photographs with textual matter and/or other pictures and/or media;
- and,
- Use the Photographs for illustration, promotion, art, editorial, advertising, trade, publishing, or any other purpose whatsoever.

I hereby release, discharge, and agree to hold harmless the Photographer, the Photographer’s heirs, legal representatives and assigns, and all persons acting under the Photographer’s authority or those for whom he/she is acting, from any liability by virtue of any use of the photographs or any changes or alterations made thereto.

I warrant and represent that I am the father/mother/guardian of _____, the Student above named. I read the above authorization, release, and agreement, prior to its execution, and I am fully familiar with the contents thereof. This release shall be binding upon me and my heirs, legal representatives, and assigns.

Parent Information

Father/Mother/Guardian’s Name: _____ **Date:** _____

Signature: _____